

PROJECT COMPLETION

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CHAPTER 10: PROJECT COMPLETION

INTRODUCTION

Final project completion occurs when all funds have been expended and all reporting, monitoring, and completion submission responsibilities related to the project have been completed by the Unit of General Local Government (UGLG) and approved by the Division of Energy, Housing and Community Resources (DEHCR). Issuance and full execution of *Certificate of Completion* signifies that the applicable Community Development Block Grant (CDBG) is considered completed by DEHCR. The project is not considered complete until the UGLG has received the official completion letter and executed *Certificate of Completion* from DEHCR, which reiterates the UGLG's record-keeping requirements beyond completion of the project. The UGLG may have additional *Single Audit* reporting requirements after the *Certificate of Completion* has been issued, which will be specified in the completion letter and *Grant Agreement Timetable*. UGLGs should be advised that the record retention period is dependent upon when all CDBG projects have been closed for the program year with the U.S. Department of Housing and Urban Development (HUD). **The UGLG may not discard CDBG project records without written authorization from DEHCR.**

GENERAL REQUIREMENTS

Project completion documents should be prepared when:

- All funds (private and public) have been expended; and
- All requirements under the *Grant Agreement*, except final *Single Audit* reporting, as applicable, have been fulfilled.

The final *Request for Payment* must be submitted on or before the due date as specified in the *Grant Agreement Timetable*.

PROJECT COMPLETION DOCUMENTS

COMPLETION REPORT AND SUPPORTING DOCUMENTS:

The UGLG must submit the following Project Completion documents to DEHCR:

- *Completion Report Certification* (Attachment 10-A);
- *Certificate of Completion* (Attachment 10-B);
- *Final Summary Narrative* (Attachment 9-B);
- *Fair Housing Report* (Attachment 10-C);

- *Semi-Annual Labor Standards Enforcement Report(s)* (Attachment 9-C) for the current reporting period for each prime contract of the project (if Labor Standards apply to the CDBG project);
- *Final Labor Standards Compliance Report* (Attachment 7-R) for each prime contract of the project;
- *Semi-Annual MBE/WBE Report* (Attachment 10-D) for current semi-annual reporting period
- *Semi-Annual Section 3 Report* (Attachment 9-E) for the current semi-annual reporting period;
- *Annual Section 3 Report* (Attachment 9-E) for the current annual reporting period October 1 – September 30;
- *Cash Control Register for Final Request for Payment* (Attachment 8-E);
- *CDBG Disbursements Journal* for final *Request for Payment* (Attachment 8-F);
- *Matching Funds Journal* for final *Request for Payment* (Attachment 8-G1);
- *Accessibility Self-Evaluation Checklist* (Attachment 6-F), if applicable;
- *Lobbying Certification for Contracts, Grants, Loan & Cooperative Agreements Form(s)* (Attachment 3-A) for **all** contractors that worked on the CDBG project;
- Second Citizen Participation Public Hearing Minutes (the public hearing should include a of the project status and progress, and allow for residents to provide input and state any concerns related to the project), Sign-In Sheet, and Public Hearing Notice;
- *Single Audit Statement* for most recent calendar year ended (December 31), if not previously submitted (if Audit is required: Attachment 11-B; if Audit is not required: Attachment 11-C); and
- Refund check payable to the Wisconsin Department of Administration, if applicable.

AFTER UGLG RECEIVES FINAL CDBG PAYMENT FROM DEHCR:

After the UGLG has received the final CDBG payment from DEHCR, the following documents must be submitted to DEHCR to allow for the *Certification of Completion* to be executed for the project:

- Final *Cash Control Register*, showing the date of deposit and date of disbursement of the final CDBG payment; and
- Final *Disbursement Journal*, showing the dates of disbursement of the final CDBG payment.

ADDITIONAL DOCUMENTATION

After the UGLG has received the final CDBG payment from DEHCR, additional documentation may also be required for the year in which the project is completed.

- *Single Audit Statement* (if Audit is required: Attachment 11-B; if Audit is not required: Attachment 11-C);
- *Single Audit Report*, refer to instructions in the executed *Grant Agreement*; and
- Additional documents as requested.

ATTACHMENTS

Attachments for this chapter are listed below.

ATTACHMENT 10-A:	UGLG PROJECT COMPLETION REPORT CERTIFICATION (TEMPLATE)
ATTACHMENT 10-A1:	UGLG PROJECT COMPLETION REPORT CERTIFICATION (SAMPLE)
ATTACHMENT 10-A2:	UGLG PROJECT COMPLETION REPORT CERTIFICATION (INSTRUCTIONS)
ATTACHMENT 10-B:	CERTIFICATE OF COMPLETION (TEMPLATE)
ATTACHMENT 10-B1:	CERTIFICATE OF COMPLETION (SAMPLE)
ATTACHMENT 10-B:	CERTIFICATE OF COMPLETION (INSTRUCTIONS)
ATTACHMENT 10-C:	FAIR HOUSING REPORT (TEMPLATE)
ATTACHMENT 10-C1:	FAIR HOUSING REPORT (SAMPLE)
ATTACHMENT 10-C2:	FAIR HOUSING REPORT (INSTRUCTIONS)
ATTACHMENT 10-D:	FINAL SUMMARY NARRATIVE (TEMPLATE)
ATTACHMENT 10-D1:	FINAL SUMMARY NARRATIVE (SAMPLE)
ATTACHMENT 10-D2:	FINAL SUMMARY NARRATIVE (INSTRUCTIONS)

**ATTACHMENT 10-A: UGLG PROJECT COMPLETION REPORT
CERTIFICATION (TEMPLATE)**

**UGLG PROJECT COMPLETION REPORT CERTIFICATION
Wisconsin's Community Development Block Grant Program**

NAME OF UGLG
GRANT AGREEMENT#
BUSINESS NAME
REPORTING PERIOD ENDED

DOCUMENTS ATTACHED	
	UGLG Project Completion Report Certification
	Certificate of Completion, with original signature on each form
	Final Summary Narrative
	Fair Housing Report
	Semi-Annual Labor Standards Enforcement Report(s)
	Final Labor Standards Compliance Report(s)
	Cash Control Register for Final CDBG Request for Payment
	CDBG Disbursement Journal for Final CDBG Request for Payment
	Final Matching Funds Journal
	Accessibility Self-Evaluation Checklist (Attachment 5-F) (If applicable);
	Final Business Matching Funds Journal (PFED Only)
	Lobbying Certification for Contracts, Grants, Loan & Cooperative Agreements Form(s)
	Final Equal Opportunity Report (PFED Only)
	Semi-Annual MBE/WBE Report
	Semi-Annual Section 3 Report
	Annual Section 3 Report
	Second Citizen Participation Public Hearing Minutes and Public Hearing Notice
	Single Audit Statement (Audit Required form or Audit Not Required form)
	Refund check payable to the Wisconsin Department of Administration, if applicable

UGLG/PREPARER CERTIFICATION	
I hereby certify that to the best of my knowledge and belief, the contents in this report are true and correct.	
Community Official Signature	Date
Preparer Signature (if other than a community official)	Date

DEHCR APPROVAL	
DEHCR Signature	Date
Division of Energy, Housing and Community Resources	

ATTACHMENT 10-A1: UGLG PROJECT COMPLETION REPORT CERTIFICATION (SAMPLE)

UGLG PROJECT COMPLETION REPORT CERTIFICATION Wisconsin's Community Development Block Grant Program

NAME OF UGLG Village of Yourville	
GRANT AGREEMENT# PF 16-99	
BUSINESS NAME Not Applicable	
REPORTING PERIOD ENDED March 1, 2018	
DOCUMENTS ATTACHED	
X	UGLG Project Completion Report Certification
X	Certificate of Completion, with original signature on each form
X	Final Summary Narrative
X	Fair Housing Report
X	Semi-Annual Labor Standards Enforcement Report(s)
X	Final Labor Standards Compliance Report
X	Cash Control Register for Final CDBG Request for Payment
X	CDBG Disbursement Journal for Final CDBG Request of Payment
X	Final Matching Funds Journal
X	Final Business Matching Funds Journal (PFED Only)
X	Accessibility Self-Evaluation Checklist (Attachment 5-F) (If applicable);
X	Lobbying Certification for Contracts, Grants, Loan & Cooperative Agreements Form(s)
N/A	Final Equal Opportunity Report (PFED Only)
X	Semi-Annual MBE/WBE Report
X	Semi-Annual Section 3 Report
X	Annual Section 3 Report
X	Second Citizen Participation Public Hearing Minutes and Public Hearing Notice
X	Single Audit Statement (Audit Required form or Audit Not Required form)
N/A	Refund check payable to the Wisconsin Department of Administration, if applicable
UGLG/PREPARER CERTIFICATION	
I hereby certify that to the best of my knowledge and belief, the contents in this report are true and correct.	
<i>Jane Doe, Village President</i> Community Official Signature	03/01/2018 Date
<i>Jane Smith, Grant Administrator</i> Preparer Signature (if other than a community official)	03/01/2018 Date
DEHCR APPROVAL	
DEHCR Signature	Date
Division of Energy, Housing and Community Resources	

**ATTACHMENT 10-A2: UGLG PROJECT COMPLETION REPORT
CERTIFICATION (INSTRUCTIONS)**

Instructions:

1. Enter the name of the UGLG, *Grant Agreement* number, business name (PFED only), and reporting end date.
2. Indicate which report documents are attached.
3. A community official and the preparer (if other than a community official) must sign and date the “UGLG/Preparer Certification.”

A. NAME OF UGLG
B. GRANT AGREEMENT#
C. BUSINESS NAME

Project Activity By Budget Item (1)	CDBG Budget (2)	CDBG Funds Drawn (3)	CDBG Funds Pending (4)	Total CDBG Costs (5)	CDBG To Be Canceled (6)
TOTAL					
For DEHCR Use Only					

[illegible]

Date	Typed Name and Title of UGLG's Chief Elected Official	Signature of UGLG's Chief Elected Official
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2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425</
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Date	Typed Name and Title of DEHCR Authorized Official Division of Energy, Housing and Community Resources	Signature of DEHCR Authorized Official
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ATTACHMENT 10-B1: CERTIFICATE OF COMPLETION (SAMPLE)

Wisconsin Community Development Block Grant

A. NAME OF UGLG Village of Yourville
B. GRANT AGREEMENT# PF 16-99
C. BUSINESS NAME (PFED Only)

D. FINAL STATEMENT OF COST AND COMPUTATION OF GRANT BALANCE

Project Activity By Budget Item (1)	CDBG Budget (2)	CDBG Funds Drawn (3)	CDBG Funds Pending (4)	Total CDBG Costs (5)	CDBG To Be Canceled (6)
Water	\$130,000.00	\$100,000.00	\$25,000.00	\$125,000.00	\$5,000.00
Sanitary Sewer	\$170,000.00	\$170,000.00	\$0.00	\$170,000.00	\$0.00
Storm Sewer	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00
Streets/Sidewalks	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00
Acquisition	\$90,000.00	\$90,000.00	\$0.00	\$90,000.00	\$0.00
Administration	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
TOTAL	\$500,000.00	\$470,000.00	\$25,000.00	\$495,000.00	\$5,000.00
<i>For DEHCR Use Only</i>					

E. CERTIFICATION OF UGLG

It is hereby certified that all activities undertaken by the UGLG with funds provided under the Grant Agreement identified in B above have, to the best of my knowledge, been carried out in accordance with the Grant Agreement; and that the amounts set forth in this instrument are, to the best of my knowledge, true and correct as of this date.

Date	Typed Name and Title of UGLG's Chief Elected Official	Signature of UGLG's Chief Elected Official
March 1, 2018	Jane Doe, Village President	<i>Jane Doe</i>

F. CERTIFICATION OF DEHCR

Date	Typed Name and Title of DEHCR Authorized Official	Signature of DEHCR Authorized Official
	Division of Energy, Housing and Community Resources	

ATTACHMENT 10-B2: CERTIFICATE OF COMPLETION (INSTRUCTIONS)

Instructions:

- A. Enter the name of the UGLG as it appears on the *Grant Agreement*.
- B. Enter the *Grant Agreement* number.
- C. Enter the Business Name (for PFED Grant Agreements ONLY).
- D. Final Standards of Cost:
 1. In column 1, list project activities as shown in the CDBG budget, i.e., water, sanitary sewer, storm sewer, streets/sidewalks, etc.
 2. In column 2, enter budget amounts for each project activity, as shown in the CDBG budget in total. Figures must reflect the budget in the most recent *Grant Agreement* Amendment, if applicable.
 3. In column 3, enter the amount of CDBG funds drawn (received by the UGLG), by budget item and in total. **The total should agree with column 7, “Cumulative Receipts to Date,” of the current *Cash Control Register*.**
 4. In column 4, enter the amount of CDBG funds pending (requested by the UGLG, but not yet received), by budget item and in total. **The total should agree with column 7, “Cumulative Receipts to Date,” on the current *Cash Control Register*, plus the final Request for Payment amount.**
 5. In column 5, enter costs that have been paid and will be paid with CDBG funds, by budget item and in total. **Figures should agree with “Total Payments To Date,” that will appear on the final *CDBG Disbursements Journal* and column 13, “Cumulative Disbursements To Date,” that will appear on the final *Cash Control Register*.**
 6. Subtract column 5, “Total CDBG Costs,” from column 2, “CDBG Project Budget,” to obtain the totals for column 6, “CDBG to be Canceled.” This amount represents both funds not drawn and funds drawn but not used. **Any funds drawn but not used must be returned** to DEHCR. The funds must be returned by check, **payable to the Wisconsin Department of Administration**, at the following address:

Attn: Project Representative
Bureau of Community Development
Division of Energy, Housing and Community Resources
Wisconsin Department of Administration
P.O. Box 7970
Madison, WI 53707-7970

Documentation identifying the CDBG project budget activity to which the funds are being returned should accompany the check.

- E. Enter the date, the typed name and title of the UGLG’s Chief Elected Official (CEO), and the CEO’s signature.
- F. DEHCR will complete this section upon approval of all completion documents.

ATTACHMENT 10-C1: FAIR HOUSING REPORT (SAMPLE)

A. NAME OF UGLG Village of Yourville
B. GRANT AGREEMENT# PF 16-99

FAIR HOUSING REPORT
Report 3 Affirmative Fair Housing Actions taken.
<p>Fair housing posters have been displayed at all municipal offices, as well as the public library and local community center. Copies of the posters and photographs of the displays are included in the project file and attached to this report.</p> <p>Fair housing information has been mailed to local realtors and landlords. A copy of the correspondence is included in the project file and attached to this report.</p> <p><u>Enact, strengthen, or advertise a local fair housing law:</u> In anticipation of June Homeownership Month, the Village Board issued a proclamation, dated October 31, 2017, declaring that February 1, 2018 shall be named Equal Opportunity and Fair Housing Day. The Proclamation was posted in the local newspaper and at the Village Hall, local Post Office, and local community center. A copy of the proclamation, photographs of the proclamation postings, and newspaper article are included in the project file and attached to this report.</p>

ATTACHMENT 10-C2: FAIR HOUSING REPORT (INSTRUCTIONS)

UGLGs are contractually obligated to complete Affirmative Fair Housing in accordance with the *Grant Agreement Timetable*. Three (3) Fair Housing Actions identified in the UGLG's CDBG Application must be completed.

Instructions

1. Enter the name of the UGLG and the *Grant Agreement* number.
2. Describe the three (3) Fair Housing Action(s) taken, in detail, on the *Fair Housing Report*. Refer to Fair Housing Actions in the *Grant Agreement*.

ATTACHMENT 10-D: FINAL SUMMARY NARRATIVE (TEMPLATE)

FINAL SUMMARY NARRATIVE

C. NAME OF UGLG
D. GRANT AGREEMENT #

FINAL SUMMARY NARRATIVE	
Actions Required This Period Per Grant Agreement Timeline:	Progress Report:
Actions Required in Previous Reporting Periods That Require Updated Reporting	Update:

ATTACHMENT 10-D1: FINAL SUMMARY NARRATIVE (SAMPLE)

FINAL SUMMARY NARRATIVE

C. NAME OF UGLG Village of Yourville
D. GRANT AGREEMENT# PF 16-99

FINAL SUMMARY NARRATIVE	
Actions Required This Period Per Grant Agreement Timeline: <u>December 31, 2017</u> End Construction <u>March 1, 2018</u> Submit Project Completion Report and supporting documents Submit Final Disbursement Request	Progress Report: Completed construction 12/17/17 Submitted herewith 3/1/18 Submitted herewith 3/1/18
Actions Required in Previous Reporting Periods That Require Updated Reporting	Update:
<u>October 15, 2017</u> Complete Fair Housing Actions. Submit documentation of completed Fair Housing Actions to the Division. Complete 2 nd Public Hearing. Submit public hearing minutes and public notice to the Division.	Completed Actions 10/31/17. Refer to the final Fair Housing Report submitted with the Project Completion Report for details. Documentation of completed fair housing actions is attached. Completed 2 nd Public Hearing 10/31/17. Public Hearing minutes, sign-in sheet, and public notice (including the Publisher's Affidavit) are attached.

ATTACHMENT 10-D2: FINAL SUMMARY NARRATIVE (INSTRUCTIONS)

UGLGs must report progress on the project in accordance with the *Grant Agreement Timetable*.

Instructions

1. Enter the name of the UGLG and the *Grant Agreement* number.
2. Describe the progress on activities due from the period between the end date of the previous reporting period through the current date, using the *Grant Agreement Timetable* as a guide for listing dates and activities. Also provide any new reporting for outstanding activities due in any previous reporting periods, or provide updates for previous activities, as applicable.

ADDITIONAL NOTES: (optional)